



# JOB ANNOUNCEMENT

## **Program Specialist Supervisor, Museum Division Deputy Director**

Museums

Starting annual salary: \$61,416.94

Application deadline: February 8, 2022

The Mississippi Department of Archives and History is currently recruiting for a Museum Division deputy director. This position is highly professional in nature and will be responsible for managing the historic sites under MDAH and assisting with the overall management of the division. Three sites—Historic Jefferson College, Grand Village of the Natchez Indians, and Winterville Mounds—are expected to have restoration or new building projects within the next five years. The incumbent will play an active role in these projects and the interpretation at those sites.

This position will be housed in Jackson and work closely with the Museum Division director and department administration.

Responsibilities of the incumbent include, but are not limited to:

- High-level decision making related to the operations of the museums
- Management of personnel (both paid and volunteer)
- Development of policies, rules, and regulations as necessary
- Participation in the division management group and project teams
- Proper financial management for sites

### Skills and Specifications

Incumbents must demonstrate:

- Excellent leadership, supervisory, organizational, and managerial skills;
- Strong interpersonal skills;
- Strong customer service experience;
- Strong verbal and written communications skills.

### **Education and experience must the following criteria:**

Candidates should possess a bachelor's degree and at least seven years of experience in the public history field. In addition, candidates must have at least two years of supervisory experience.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.